



Job Opportunity

State Controller's Office

Position: Office Technician, (General)

Statewide

Location: Personnel/Payroll Services Division
300 Capitol Mall, 10th floor, Sacramento, CA 95814

Issue Date: January 18, 2006

Final Filing Date: Until Filled

Contact/Telephone:

Todd Soto, (916) 322-8053

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

California Relay Service: 1-800-735-2929

Position Number(s): 051-220-1138-005

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the general supervision of the unit manager, a Staff Services Manager I, the incumbent will function as the attendance and training coordinator for the Personnel and Payroll Services Division. As a team player within the Administrative Support Unit, the incumbent will perform a variety of the most complex clerical support functions with initiative and independence. Duties include but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- As the Division's attendance coordinator, receives and audits the monthly attendance sheets (Std. 634).
- As the Division's training coordinator, processes all the necessary paperwork (training request form, training enrollment form, revolving fund request) to schedule division staff for in-service and out-service training classes.
- Prepares and maintains a variety of automated reports at the request of the manager and/or analytical staff.
- Maintains the inventory of supplies and equipment; orders additional items as needed and verifies packing slips against orders to insure that all items are received.
- Maintains the unit's general information files and reference materials (including manuals).
- Provides back-up reception duties in the absence of support staff.

Desirable Qualifications:

- Knowledge and skilled in the use of Microsoft Word, Excel and Outlook.
- Ability to operate a multi-line telephone system.
- Ability to communicate effectively.
- Ability to organize and prioritize workload.
- Dependable, flexible and self motivated.



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Personnel/Payroll Services Division

300 Capitol Mall, 9th floor

Sacramento, CA 95814

Attn: Todd Soto



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